

# Southwest Unitarian Universalist Church

## ***Policy for Facility Use (for events not directly related to Church business)***

Revision 2

It is the policy of Southwest Unitarian Universalist Church (“SWUU” or the “Church”) to make its facilities available for use by non-profit and not-for-profit individuals and organizations for events not directly related to Church business, and deemed appropriate for the building and consistent with the principles of SWUU. Notwithstanding this policy, SWUU reserves the right to deny, for any reason, use requests from any particular individual or organization.

This policy shall be administered on behalf of SWUU by a Building Use Coordinator appointed by the SWUU Board of Trustees.

General information, provisions for use, usage fees, and responsibilities of individuals or organizations using the facilities (collectively referred to as Principles) are as follows:

### **Rooms and Equipment**

The floor plans (below) show the location of the Church rooms available for rental. The Church’s portable tables and chairs may be used in all rooms except the kitchen. Other specified equipment is available for use in some rooms (in some cases for an additional fee).

- **Sanctuary.** The Sanctuary of SWUU is first and foremost a place of worship. However, SWUU encourages and supports creative expression and therefore makes available the Sanctuary to individuals and organizations who wish to present artistic performances, including musical and theatrical events.

The piano is available for use with special permission and for an additional fee.

Sound equipment (microphones, microphone stands, amplifier/speakers) are available for use at no additional charge.

Chairs in the Sanctuary seat approximately 120 with another 20 seats possible through the use of additional folding chairs. Additional “overflow” seating of approximately 30 folding chairs is possible by opening the doors to the Reception Room via a 6 foot wide double door opening.

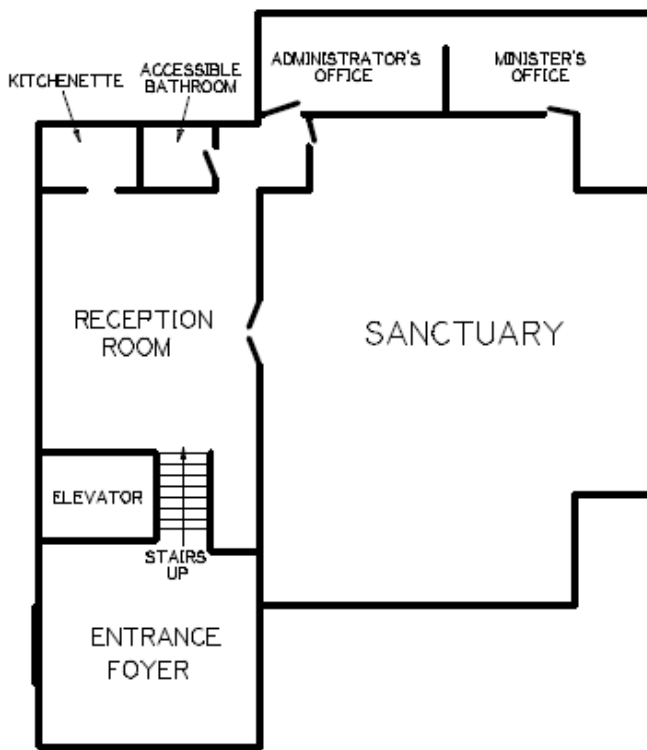
Rental of the Sanctuary includes use of the Reception Room.

- **Reception Room.** The Reception Room may be rented alone (excludes use of Sanctuary – see note below). A table and several chairs are available, making this space primarily suitable for group meetings of up to 12 people. Additional folding chairs are available to accommodate up to a total of about 30 people.

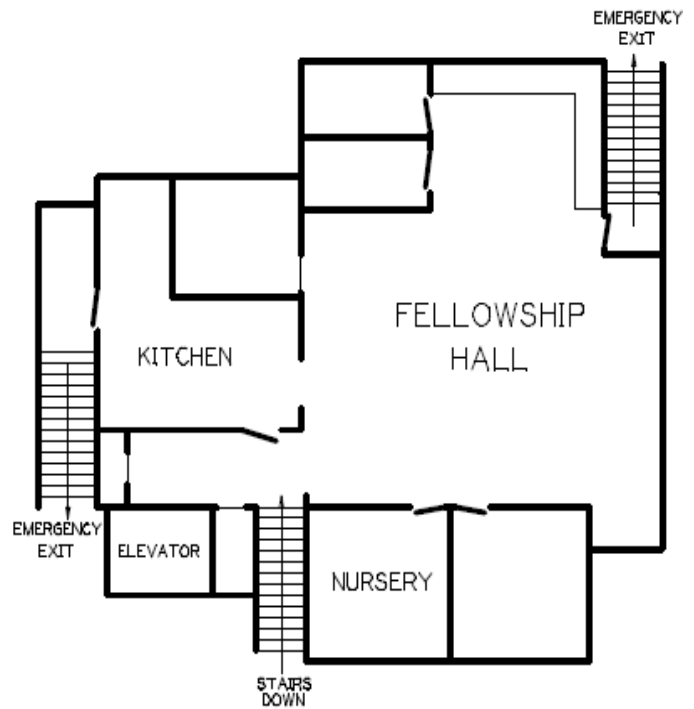
Note: Because the Sanctuary cannot be accessed without first accessing the Reception Room, the Sanctuary and the Reception Room will not be rented for the same time period to separate individuals or organizations.

- **Kitchenette.** A small kitchenette contains sink, coffee pot and tea kettle, mugs, microwave oven, small refrigerator and dishwasher, which may be used in conjunction with events that use the Sanctuary and/or Reception Room.
- **Fellowship Hall.** The Fellowship Hall is a multi-function room, seating up to approximately 60 with tables and chairs, and 90-100 with chairs only. There is a serving window and counter between the Fellowship Hall and the Kitchen.
- **Kitchen.** The Kitchen is available for use alone or in conjunction with events in the Fellowship Hall. It is also available for use in conjunction with the Sanctuary and/or Reception Room if an event has not been scheduled for the same time in the Fellowship Hall. Use is complementary for incidental use (such as making coffee/tea and serving refreshments). However, all food and beverages, napkins and tablecloths shall be supplied by the Renter. Plates and silverware are available for a fee for groups of up to approximately 75 people.
- **Nursery.** The Nursery is available for use in conjunction with events in the Fellowship Hall. It is also available for use in conjunction with events in the Sanctuary and/or Reception Room if an event has not been scheduled for the same time in the Fellowship Hall. The Nursery is equipped with a crib, changing table, rocking chair, area rug, child-sized table and chairs, and miscellaneous toys.

### Upper Level Floor Plan



### Lower Level Floor Plan



## Definitions

**Renter:** Individual or organization granted permission to use specified SWUU facilities for specified periods of time.

**Rental Category:** A classification assigned to the type and purpose of the rental.

**Single Event Rental:** Rental for an event that is held on one specific day for one specific continuous period of time.

**Repeated Event Rental:** Rental for an event that is of an ongoing nature with multiple sessions (such as a course of instruction or workshop spread over several days or weeks) having the same basic schedule for each session.

**Multi-Day Rental:** Rental for an event that spans more than one day, but has a non-regular schedule (for example: a performance, recital or ceremony in which some days may be used for rehearsals prior to the day of the main event).

**Use Fee:** The cost of renting a specified room or facility for a period of up to 4 hours. Use Fees differ for different rooms and for different rental categories.

**Security Deposit:** An amount to be paid by a Renter prior to use of facilities, to be retained by SWUU in whole or in part to effect repairs to any damages caused as a result of event activities or for violations by the Renter of the Principles of this policy. The Security Deposit will be returned to the Renter after it has been verified that no damage to the facilities or violation of the Principles has occurred.

**Admission Fee:** A fee charged by a Renter as a condition of participating in an event. The charging of an admission fee shall be used in the determination of the Rental Category.

**Good Will Donation:** Monetary amount requested from event participants to offset event costs, but not required as a condition of participation.

**Rental Agreement:** A contract between a Renter and SWUU that grants permission for the Renter to use specified facilities for specified events at specified charges.

## Rules for Use

1. The Renter shall agree to the conditions of the Principles of this policy through signature of a Rental Agreement by the individual or an authorized representative of the renting organization.
2. The Renter shall be responsible for ensuring that only the specified facilities reserved are used during the event.
3. Use of Church tables and chairs is complementary. Set up and take down shall be undertaken by the Renter.
4. Use of the piano in the Sanctuary is strictly prohibited unless its use is specifically allowed by the Rental Contract. A fee for use will be charged except for use at

weddings, commitment ceremonies, bat/bar mitzvahs, memorial services, funerals or other phase-of-life ceremonies.

Note: The piano use fee does not include the services of a pianist. If desired, the services of a pianist from SWUU may be available for a fee to be established directly with the pianist.

5. The piano's protective covering shall not be moved unless piano use is permitted by the Rental Agreement. No article shall be placed on the piano except musical scores.
6. **The piano shall not be moved under any circumstance.** If the event requires use of space occupied by the piano, or if it is an important aspect of the event to have the piano located elsewhere, arrangements may be made to have SWUU personnel move the piano to another location prior to the event. A fee shall be charged for such a move.
7. Portable stages, sound equipment, sets and lighting, kept to a minimum, may be added to the Sanctuary for an event under the following conditions:
  - Any such items must not mar the finish of Sanctuary walls, floors or ceiling. No nails, screws or other devices may be used to affix structures or equipment to the Sanctuary.
  - Special care must be given to protecting the piano.
  - Furnishings shall not be removed without permission.
  - A plan of any proposed set, equipment and lighting design must be submitted with the rental request and approved in advance.
  - Absent an agreement to the contrary, all sets, equipment and lighting additions to the Sanctuary used for a multi-day event shall be temporarily removed, and all Church furnishings shall be replaced to their original arrangement, to accommodate Church functions (including, but not limited to, services, weddings, commitment ceremonies and memorial services).
8. The Renter shall be responsible for returning all furniture to its original arrangement, for picking up and removing trash, and for turning off all lights and locking all windows and doors upon departure.
9. The Renter shall be responsible for the behavior of all event participants.
10. The presence and/or consumption of food and beverages in the Sanctuary is strictly prohibited.
11. SWUU prohibits the serving of alcohol without prior approval, and as so indicated in the Rental Agreement. If alcohol is served, with prior approval, a North Royalton police officer must be on site during the rental period. SWUU will arrange for the officer but the cost of the security service will be charged to the Renter. Billing for the officer will be done on an hourly basis.
12. Candles may be used only with advance permission and only in fireproof containers. Protection shall be used so as to prevent candle wax from dripping on to carpets. Any decorations within 3 feet of any candle shall be fireproof.
13. Smoking is absolutely prohibited anywhere in the building or within 25 feet of any building entrance.

14. No item shall be pinned, taped or otherwise attached to walls of the upper floor rooms (Sanctuary, Reception Area, and Kitchenette).
15. Use of facilities not specified in the Rental Agreement or other violations of the Principles of this policy shall result in forfeiture of the Security Deposit.
16. If an event has to be cancelled for any reason (including bad weather), the Renter shall be responsible for notifying SWUU by calling the Church (leaving a voice mail message if the phone is not answered) and shall also be responsible for notifying all anticipated participants of the cancellation.
17. SWUU, its employees and officers shall not be responsible or liable for loss or damages by reason of theft, fire, or other cause.

## **Rental Categories**

Different Use Fees are applicable to different Rental Categories.

Rental Categories are:

- RC1 Rental for an event, except as covered by RC3, for which no admission fee is charged. A Good Will Donation may be requested, but this does not qualify as an Admission Fee for purposes of assessing Rental Category.
  - RC2 Rental for an event for which an admission fee is charged.
  - RC3 Rental for a wedding, commitment ceremony, child dedication, bat/bar mitzvah, recital, artistic performances, or like event.
- Note: Rehearsals for an RC3 event shall be charged at RC1 rates if no admission fee will be charged for the RC3 event or at RC2 rates if an admission fee will be charged (to be specified on Rental Agreement).

**Member Rates and Privileges.** Church members-of-record receive the privilege of free room rentals provided they are not representing non-Church groups for the purpose of securing free room rental, and provided they do not charge an admission fee for the event. Otherwise, the Rental Categories above shall apply. This privilege does not establish priority for member use. That is, use for a member-organized event cannot override an already scheduled event by a non-member user.

## **Scheduling of Events**

The Building Use Coordinator, in consultation with the SWUU Board of Trustees, shall decide if a use request from an individual or organization will be considered. For uses that will be considered, the Building Use Coordinator is authorized to develop agreements for facility rental consistent with the Principles of this policy, and is authorized to approve Rental Agreements on behalf of SWUU.

## **Single-Event Rentals**

In addition to the Rules for Use above, the following provisions apply to single event rentals:

- **Use Fees.** Use Fees are established for each room. Specified facilities may be rented for a minimum of 4 hours, with additional time charged on a pro-rated per hour basis.
- **Payments.** If the Rental Agreement is signed less than 4 weeks prior to the scheduled event, the entire Use Fee shall be paid at the time of signature of the Rental Agreement. Otherwise, 50% of the Use Fee shall be paid at the time of signature of the Rental Agreement and the remaining 50% of the Use Fee shall be paid at least 2 weeks prior to the scheduled date of the event. The Security Deposit (see below) shall be paid at any time prior to the event. Failure to pay the Security Deposit prior to the event shall result in the event being cancelled.
- **Cancellation.** The Use Fee will be returned in full if Renter notifies SWUU of event cancellation more than 4 weeks prior to the scheduled event. If SWUU is notified of event cancellation less than 4 weeks prior to the scheduled event, 50% of the Use Fee shall be forfeited as a Cancellation Fee. The Security Deposit, if already paid, shall be returned to the Renter if the event is cancelled.

An exception to the above provision is if the event has to be cancelled because of inclement weather, in which case all amounts paid shall be returned to the Renter.

- **Non-Payment.** Failure to pay the Church according to the payment schedule agreed upon will result in cancellation of the event and retention of any fees already paid.
- **Security Deposit.** A Security Deposit shall be paid prior to the event. The deposit will be returned if no damage occurred during the event or if the rental is cancelled. If any damage to the physical space or equipment of the Church occurs during the event, the Renter shall be fully responsible for immediately notifying the Church and, with the approval of the Church, repairing the damage. Failure to do so will result in immediate cancellation of the Rental Agreement and retention by the Church of the Security Deposit and any other funds on deposit if such additional funds are required to repair the damage.

## Repeated Event Rentals

In addition to the Rules for Use above, the following provisions apply to repeated event rentals:

- **Use Fees.** For assessment of Use Fees, repeated event rentals shall be treated as multiple occurrences of a Single-Event Rental.
- **Payments.** The Use Fee applicable for one session shall be paid at the time of signature of the Rental Agreement. Use Fees applicable to succeeding sessions shall be paid prior to the commencement of the session.
- **Cancellation.** The Use Fee for a session will be returned in full if cancellation occurs more than 3 days prior to the scheduled session. If cancellation occurs less than 3 days prior to a scheduled session, 50% of the Use Fee for that session shall be forfeited as a Cancellation Fee.

An exception to the above provision is if a session has to be cancelled because of inclement weather, in which case all amounts paid for that session shall be returned to the Renter.

- **Non-Payment.** Failure to pay the Church according to the payment schedule agreed upon will result in cancellation of the event and retention of any fees already paid.
- **Security Deposit.** A Security Deposit shall be paid prior to the first session of the event. The deposit will be returned if no damage occurred during any session of the event or if the rental is cancelled in its entirety. If any damage to the physical space or equipment of the Church occurs during any session of the event, the Renter shall be fully responsible for immediately notifying the Church and, with the approval of the Church, repairing the damage. Failure to do so will result in immediate cancellation of the Rental Agreement and retention by the Church of the Security Deposit and any other funds on deposit if such additional funds are required to repair the damage.

## **Multi-Day Event Rentals**

In addition to the Rules for Use above, the following provisions apply to multi-day rentals:

- **Use Fees.** For assessment of Use Fees, multiple-day event rentals shall be treated as a mix of single event rentals, with each separate day being assessed on the basis of the facilities used and the duration of their use as if for single event rental.
- **Payments.** If the Rental Agreement is signed less than 4 weeks prior to the scheduled event, the entire Use Fee shall be paid at the time of signature of the Rental Agreement. Otherwise, 50% of the Use Fee shall be paid at the time of signature of the Rental Agreement and the remaining 50% of the Use Fee shall be paid at least 2 weeks prior to the scheduled date of the event. The Security Deposit (see below) shall be paid at any time prior to the event. Failure to pay the Security Deposit prior to the event shall result in the event being cancelled.
- **Cancellation.** The Use Fee will be returned in full if the Renter notifies SWUU of event cancellation more than 4 weeks prior to the scheduled event. If SWUU is notified of event cancellation less than 4 weeks prior to the scheduled event, 50% of the Use Fee shall be forfeited as a Cancellation Fee. The Security Deposit, if already paid, shall be returned to the Renter if the event is cancelled.
- **Non-Payment.** Failure to pay the Church according to the payment schedule agreed upon will result in cancellation of the event and retention of any fees already paid.
- **Security Deposit.** A Security Deposit shall be paid prior to the event. The deposit will be returned if no damage occurred during the event or if the rental is cancelled. If any damage to the physical space or equipment of the Church occurs during the event, the Renter shall be fully responsible for immediately notifying the Church and, with the approval of the Church, repairing the damage. Failure to do so will result in immediate cancellation of the Rental Agreement and retention by the Church of the Security Deposit and any other funds on deposit if such additional funds are required to repair the damage.

## **Use Fees and Security Deposit**

Standard Use Fees for the available rooms and facilities and for each Rental Category, and the standard Security Deposit amount are shown in the Appendix to this policy. The Use Fees and Security Deposit amounts listed may be modified or waived for specific rentals by majority vote of the SWUU Board of Trustees.

Use Fees do not include services of the SWUU minister or pianist. Such services may be available for fees to be negotiated with the minister or pianist.

This revision to the policy was approved by the Board of Trustees of the Southwest Unitarian Universalist Church (SWUU) on January 18, 2012 as indicated in the minutes of the Board of Trustees meeting held on that date.

**Appendix to SWUU Policy for Facility Use  
(Policy approved by SWUU Board of Trustees on new date)**

STANDARD USE FEES	Use Fee for 4-hour base period*		
	RC1	RC2	RC3
RENTAL CATEGORY (see description below)			
Sanctuary (includes use of Reception Room)	\$ 100	\$ 200	\$ 400
Piano use	\$ 75	\$ 75	\$ 75
Piano move	\$ 25	\$ 25	\$ 25
Reception Room	\$ 25	\$ 50	n/a
Fellowship Hall	\$ 25	\$ 50	\$ 100
Kitchen	\$ 25	\$ 50	n/a
Fellowship Hall & Kitchen	\$ 40	\$ 70	\$ 125
Fellowship Hall & Nursery	\$ 40	\$ 70	\$ 125
Fellowship Hall, Kitchen & Nursery	\$ 55	\$ 90	\$ 150
Sanctuary & Nursery**	\$ 115	\$ 220	\$ 425
Reception Room & Nursery**	\$ 40	\$ 45	n/a

\* See policy for method of determining charges for different types of event (single, repeated, multi-day).

\* Only if no other event scheduled at the same time in the Fellowship Hall

**STANDARD SECURITY DEPOSIT:** \$100, all events, all rental categories

**RENTAL CATEGORIES**

RC1. Rental for an event, except as covered by RC3, for which no admission fee is charged.

RC2. Rental for an event for which an admission fee is charged.

RC3. Rental for a wedding, commitment ceremony, child dedication, bat/bar mitzvah, recital, artistic performances, or like event.